



Council, Committee &
Team Ministry Handbook of
McLean Baptist Church

June 2006
Updated in 2009

1. FAITH FORMATION MINISTRIES COUNCIL

- a. Nursery Ministry Team** is responsible for providing a nurturing environment for children from birth to age 2. The team will exist to provide a clean environment, adequate volunteer or paid staffing for church ministries and events, and to begin to shape the faith development of the children in a church context. This team works in coordination and closely with the Associate Pastor with responsibilities for the children's ministries
- b. Children's Ministry Team** is responsible for planning, coordinating and implementing all programming for preschool and school-age children including the Sunday Morning Education hour but excluding the children's music programs. The coordinator of Extended Session and others as appropriate are members of the team as well as at-large members who help in planning special events for the children. This team works in coordination and closely with the Associate Pastor with responsibilities for the children's ministries
- c. Youth Ministry Team** is responsible for planning, coordinating and implementing all programming for the youth of our church. The team will include adults who are committed to the faith development of our youth as well as youth members who will be elected by their peers at the start of each school year. This committee works in coordination and closely with the Associate Pastor with responsibilities for the youth ministry.
- d. Adult Ministry Team** is responsible for working with the ministerial staff to discern needs, plan, coordinate, and implement all faith formation programming for adults. Coordinators of specific programs, such as Sunday morning education, and small group experiences, will come from this group; they will enlist, develop, and enhance opportunities for those 18 and older to grow as disciples of Christ.
- e. Family Life Ministry Team** is responsible for working with the ministerial staff to discern needs, plan, coordinate, and implement programs to strengthen family life. Coordinators of specific programs, such as the young families getaway, and marriage enrichment, will come from this group; they will enlist, develop and enhance opportunities for families.
- f. Senior Adult Ministry Team** is responsible for working with the ministerial staff to discern needs, plan, coordinate, and implement programs specifically for senior adults. Adult Adventurers will be coordinated out of this ministry team as well as other programs and events designed for seniors.
- g. Women's Ministry Team** is responsible for working with the ministerial staff to discern needs, plan, coordinate, and implement programs specifically for women. The annual women's retreat will be coordinated out of this ministry team as well as other programs designed to assist women grow in all aspects of life.

h. Men's Retreat Ministry Team is responsible for planning an annual retreat for the men of the congregation with assistance from the ministerial staff.

i. History Ministry Team is responsible for collecting, preserving and appropriately displaying the recorded history of McLean Baptist Church, including audio-visual and other memorabilia that enhance our memory and appreciation of the dedicated church members who have served before us.

j. Library Ministry Team is responsible for supervising the Church libraries, including the acquisition, cataloguing, circulation, and disposition of books, video tapes, and other items deemed educational helpful.

2. **FACILITIES COUNCIL COMMITTEES**

- a. **Building Committee** is responsible for the general upkeep, maintenance, and security of church buildings and equipment as needed within budget guidelines. The Building Committee is also responsible for seeing that the facilities and equipment are as safe as reasonably possible.
- b. **Facilities Use Committee**, in conjunction with the designated staff member, and under the supervision of the Chair, Facilities Council, is responsible for space needs assessment and space allocation for church activities; for equipment needs assessment, allocation and procurement; for seeing the facilities and equipment are as safe as reasonably possible; for administering the Facilities Use Policy; for reviewing and acting upon requests for use of church facilities, and for making recommendations where deemed appropriate to the Church Leadership Council with respect to such requests which do not fall within such policies. Facilities Use Policy, approved by the church, is maintained as Appendix 6. The Facilities Use Committee is also responsible for the promotion of mutual cooperation and support with any tenant church that has been approved by vote of McLean Baptist Church.
- c. **Grounds Committee** is responsible for general upkeep of the church grounds, including the parking lot, acquisition and maintenance of grounds equipment, and engagement of lawn maintenance and snow removal service.
- d. **Housekeeping Control Committee** is responsible for monitoring the church facilities to evaluate cleanliness, orderliness, usefulness and safety, and to provide evaluation reports to the Chair of the Facilities Council and the staff member designated for daily supervision of the custodians.
- e. **Interior Design Committee** is responsible for providing guidance to the Building Committee for all decorating and refurbishment, considering attractiveness, usefulness, and maintainability.

- f. **Security Committee** is responsible for assuring that the church facilities are properly locked and otherwise secure, and for responding to alarms as appropriate.
- g. **Vehicle coordinator (s)** is responsible for maintaining church vehicles, recommending replacements when needed, providing for licensing, state inspection, and providing criteria for and recommending qualified drivers.

3. **FELLOWSHIP COUNCIL TEAMS**

- a. **Social & Recreation Team** is responsible for planning and coordinating church-wide social and/or recreation functions, such as special barbeques, picnics, theme-nights and other events. This team will work closely with a supportive church staff to ensure facility requirements and other pertinent needs.
- b. **Reception Team** is responsible for coordinating the planning and implementation of church-wide receptions for special events as needed by the church family but not including funeral receptions, small group meetings and other specific ministry events.
- c. **Food Service & Kitchen Team** is responsible for the church kitchen, purchase of supplies and food, the preparation and management of Wednesday night Church family dinners, and for advising the building committee on the purchase and repair of kitchen equipment. This team will work closely and in cooperation with the Church Administrator.

4. **FINANCE COUNCIL COMMITTEES**

- a. **Budget Committee**, consisting of at least six members, is responsible for the initial preparation of the annual church budget, based on expected income, and budget requests from the seven Councils, deacons, the Personnel Committee, and staff. The recommended budget shall be reviewed and critiqued by the deacons, Finance Council and the Church Leadership Council, prior to submission to the membership for consideration. The Budget Committee and the Chair-Finance Council shall monitor the income and expenses of the church throughout the year, reporting periodically to the Church Leadership Council and to the membership at quarterly business meetings indicating any trends of concern. On approval of the Budget Committee, and the Chair-Finance Council, a council chair may make adjustments within the approved council budget as needed. Such adjustments should be reported to the Church Leadership Council. Major revisions to the annual budget will be processed as prescribed for the initial annual budget. The Chair-Budget Committee and the Chair-Finance Council, in consultation with the CLC, may cause the procurement of budgeted materials and services to be postponed if the requested expenditures cannot be supported from current cash flow.

The Budget Committee is also responsible for providing trend analysis and related information to the Stewardship Committee as needed in the implementation of the annual campaign.

- b. **The Chair of the Endowment Trustees** shall be an *ex officio* member of the Finance Council.
- c. **Financial Review Committee**, consisting of at least three members, is responsible for reviewing the church's financial records annually and for providing the resulting report to the church at a business meeting. The review shall be performed by persons other than the church's Treasurer, Financial Secretary, or Chair of the Finance Council. Interim reviews may be performed on a special situation basis if determined necessary by the Chair, Finance Council or the Church Leadership Council.
- d. **Memorials Committee**, consisting of at least three members, is responsible for overseeing the establishment of memorials within our church family. The committee shall consult with the families of persons for whom memorial gifts are made, suggest suitable memorials, where applicable, allocate or recommend the allocation of memorial funds, and maintain a Book of Memorials for the recording of all memorial gifts.
- e. **Stewardship Committee**, consisting of at least six members, is responsible for leading the church in the annual campaign to subscribe the church budget through written pledges. The Committee shall also provide educational opportunities for the membership in Christian stewardship throughout the year.
- f. **Tellers Committee** is responsible for safeguarding, counting, recording, and depositing church receipts in accordance with the Financial Policy Guideline, and all above actions shall be performed with two or more tellers present. See Article V. Section 1D.
- g. **Treasurer**, as an elected officer of the church, shall in addition to regular duties, participate as an *ex officio* member of the Finance Council in the management of the church's finances and assist the Budget Committee in preparing and monitoring the budget.

5. **MISSIONS COUNCIL COMMITTEES**

- a. **Community Missions Committee**, consisting of at least six members, shall be responsible for identifying human needs in our local community appropriate for our church's response, and guiding the church in developing appropriate ministries to meet these needs. "Local community" is defined as the metropolitan area of Washington, D.C., and the Commonwealth of Virginia.
- b. **Global Missions Committee**, consisting of at least six members, is responsible for informing the church of the global mission needs, programs and opportunities in the world, particularly in the developing countries. This committee initiates help beyond the local community through various practical means, as opportunities arise. The

committee also recommends to the Missions Council a budget allocation designated for Global Missions, and selects mission projects to be funded from the budget allocation.

- c. **Director of Internationals Program** is responsible for the management of the English language classes sponsored by the church.
- d. **Share representatives** are responsible for informing the council of the needs and activities of Share and for recommending to the Missions Council the annual budget allocation for Share.
- e. **President of Missions Unlimited** is selected by this organization, and is responsible for the coordination, planning and oversight of the Missions Unlimited program, which promotes, supports, teaches and participates in missions.

6. **OUTREACH COUNCIL**

Outreach Team is responsible for working with the ministers and congregation of MBC to nurture positive attitudes about personal evangelism while exploring practical ways to reach the unchurched in the McLean area and to share our faith in Christ; promoting and coordinating activities that have outreach potential, including contacting new residents. This team will work with the ministers and deacons to follow up with visitors, who have provided information using communication cards or through other means, in a timely manner (note: SS classes, small groups, etc. are responsible for follow-up with their own visitors). Working with the church staff, this team will facilitate Exploration Luncheons and other events to help foster hospitality while assisting with data base upkeep.

7. **WORSHIP COUNCIL COMMITTEES**

- a. **Audio and Video Committee**, consisting of at least six members, is responsible for operating the church's audio and video systems, the sanctuary lighting controls, for tape recording worship and special services, and for advising the Building committee on the acquisition and maintenance of equipment. The committee is also responsible for duplicating and storing tapes.
- b. **Baptism Committee**, consisting of at least six members, is responsible for assisting the Pastor in preparing for and conducting the ordinance of Baptism. This includes filling the baptistery prior to the service and draining it immediately after the service, and assisting individual entering and exiting the baptistery during the service.
- c. **Greeters Committee**, consisting of at least six members, is responsible for scheduling individuals to meet and greet members and guests as they enter the church building before and during the hour Sunday morning education classes are held each week. Members of this committee should be aware of the location and availability of study classes so that directions can be given when necessary.

- d. **Flower Committee**, consisting of at least six members, is responsible for arranging floral and other decorative displays for the worship services, and for the acquisition and care of related equipment.
- e. **Lord's Supper Committee**, consisting of at least six members, is responsible for working with the Pastor in preparing the Lord's Supper and in obtaining and caring for the equipment used in the observance.
- f. **Music Committee**, consisting of representatives from each facet of the music program, plus two additional members from the congregation, shall work with the ministerial staff to coordinate, plan and administer the church's ministry through music.
- g. **Usher Committee** is responsible for ushering at the regular and special worship services of the church.